

3 May 1978

Records Review Procedure

RRP 78-24

Letters of Transmittal With ☐ Reports

STATINTL

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Some of the ☐ reports now being reviewed have attached to them Letters of Transmittal similar to the attached. The form letters were apparently used by the Office of Collection and Dissemination to forward documents in response to ad hoc requests.

Such form transmittals are non-archival and should be removed from any report to which they are attached and destroyed.



25X1A

Chief,
Records Review Branch

Attachment: a/s

2430 E STREET NW.
WASHINGTON 25, D. C.

16 January 1949.

MEMORANDUM FOR: Assistant Director, ORE/Scientific Branch

SUBJECT: Transmittal of Intelligence Material

REFERENCE: a. CIA Requirement Directive No. 1944

b. Your request dated 15 Aug 47

1. Attached is the intelligence material listed under "Inclosures" below.

2. This material was not specifically requested by you in reference b above, but has been identified by the CIA Reading Center as having a definite relationship to the type of material requested by you. The attached material may be retained by you, or destroyed in accordance with the security regulations of your department.

3. If, upon review of the attached material, you should determine it satisfies reference b in whole or in part, it is requested that you so advise the Chief, Requirements Branch, Office of Collection and Dissemination, CIA, telephone: Executive [redacted]

FOR THE ASSISTANT DIRECTOR FOR COLLECTION AND DISSEMINATION:

Inclosures (2)



25X1A

Chief, Distribution Division

"Employment of [redacted] Technical Personnel to be Increased at th
[redacted] (two (2) copies

Document No. [redacted]

NO CHANGE in Class. ☐

☒ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1767

Date: 02 MAY 1978 By: [redacted]